



## **Have you joined the Responsible Vendor Program?**

### **What is the Responsible Vendor Program (RVP)?**

The Responsible Vendor Program (RVP) is a free, self-monitoring program designed to help retailers adopt and enforce best practices to ensure liquor is sold responsibly and prevent illegal use and abuse.

### **What are the benefits of becoming an RVP participant?**

Any retailers participating in the RVP who meet all of the program requirements may be eligible to receive a reduced sanction from the Washington State Liquor Control Board if they are cited for selling spirits to a minor.

Retailers could also potentially increase their protection against civil actions in third party liability lawsuits involving minors or apparently intoxicated persons.

### **What are the program requirements?**

- Establish and enforce “house policies” for alcohol sales. All employees must read and sign the house policies. Each employee must understand:
  - 1) The acceptable forms of ID at your business.
  - 2) How to properly check ID.
  - 3) The consequences for selling spirits to a minor or apparently intoxicated person.
- Post the house policies in an area that is visible to employees.
- Post signs to deter the illegal purchase of alcohol by patrons.
- Train your employees in responsible alcohol sales.
  - Have an ongoing training plan that includes at least annual training. Mandatory Alcohol Server Training (MAST) is sufficient for an initial training, or you can train the employees yourself.
  - Retain employee-training records and signed house policies for three years.

### **Do you need training materials?**

The WSLCB can provide a sample house alcohol policy as well as, signs deterring the illegal purchase of alcohol and other employee training materials.

### **For more information, please contact**

[RVP@liq.wa.gov](mailto:RVP@liq.wa.gov)

(360) 664-1727/664-1728

[www.liq.wa.gov](http://www.liq.wa.gov)

## Is your business ready to join the Responsible Vendor Program?

### What are the acceptable forms of ID at your business?

- A driver's license, ID card or instruction permit issued by any U.S. state or Canadian province, a US territory or the District of Columbia.
- A U.S. military ID.
- An official passport.
- A Merchant Marine ID.
- A Washington State Tribal Enrollment Card.

### What signs do you post to deter the illegal purchase of alcohol?

- The list of valid IDs accepted at your business.
- A notice that anyone who appears younger than 30 (or older, if that is your house policy) must show valid ID.

### Do your house policies include?

- The apparent age at which employees must check ID – it may be higher than 30 years of age.
- The forms of IDs accepted at your business.
- Directions for properly checking ID.
- The consequences employees face if they sell alcohol to a minor.

### Do you post a copy of your house policies where employees can see them?

### Are your employees trained on the following items?

- Recognizing minors and apparently intoxicated persons (AIPs).
- Types of legal ID for buying alcohol.
- How to properly check and recognize false ID.
- Checking the ID of anyone who looks younger than 30. If your house policy is to check the ID of customers who look older than 30, that information must be included.
- Methods for refusing sales of alcohol to minors and AIPs.
- Consequences of selling alcohol to minors and AIPs.
- Your own house policies on alcohol sales.

### Do you provide the refresher training at least once a year?

### Are you keeping the following records?

- A signed and dated training record for all employees, beginning before they start selling alcohol.
- A record of each follow-up training including the date, the names of the employees who participated, and a summary of the training
- Copies of the signed and dated house policies that each employee read and understood.

If you've answered yes for all of the checkboxes above you are ready to apply for the Responsible Vendor Program. Please contact the WSLCB for an application:

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